



CORK ARTS 'N' EDUCATION CLG



#CES-2475319

MEITHEAL MARA TEORANTA, Crosses



Green House, Crosse's Green, Cork, Co.

Cork, T12 HF38



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/10/2026



26/11/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Festival Office Assistant

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Join the friendly team at Meitheal Mara, supporting the organisation of Ocean to City - An Rás Mór and Cork Harbour Festival, along with our wider community maritime activities.

The role involves general office administration, including answering phone calls, managing emails, data entry, filing and archiving, photocopying and laminating. You'll also help process incoming race entries, follow up by email on outstanding information and liaise with participants.

If you're interested, there may also be opportunities to get involved in marketing and creating social media posts, depending on your skills and interests.

Good organisational, communication and computer skills are desirable. This is a great opportunity to develop new skills and gain practical experience in a supportive community organisation. For more information, please email: corkarts1@gmail.com

- **Sector:** administrative and support service activities